COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: DATA COMMUNICATIONS SPECIALIST   **TITLE #:** 1797

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for the network design, administration, and maintenance of network operating systems for a school district or to member districts of the Orange-Ulster BOCES Resource Center when assigned to Orange-Ulster BOCES. This class differs from that of a Senior Computer Network Specialist by virtue of the complexity of work being performed and increased level of responsibility for network administration. Work is performed under the general supervision of a designated supervisor with leeway allowed to exercise independent judgement in carrying out the details of the work. Supervision is not a function of this class, however the incumbent may involve lower-level technical staff in carrying out the duties and responsibilities of the job. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs, installs, configures, and upgrades LANS/WANS, including repeater hubs, switches, routers, and other network components; maintains network architecture and design; makes recommendations regarding network changes;

Implements and maintains Internet, intranet, and extranet systems/servers; manages and administers servers and servers utilization;

Provides technical assistance in resolving network problems and repairing network equipment;

Configures individual PC's, laptops, and personal data assistants (PDA's) to domains/LANS;

Plans, designs, and implements LAN/WAN connectivity and supports data connectivity equipment;

Manages Internet and e-mail usage;

Diagnoses and repairs desktop and laptop PC's, PDA's, computer hardware, and peripheral equipment; monitors any maintenance contracts;

Installs, configures, and maintains desktop and laptop PC's, and PDA's, computer hardware, associated operating system software, and peripheral equipment;

Tests and evaluates new desktop computer hardware, associated operating system software, and peripheral equipment;

Employs and supports land-based leased lines, fiber optics and wireless networks; applies telecommunications interface capabilities to data networks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, procedures, and concepts involved with local and wide area networks (LAN/WAN) including routers, repeaters, hubs, and bridges; thorough knowledge of computer networking software and hardware including installation, upgrade and maintenance of computer networks; thorough knowledge of network design, implementation, and administration; thorough knowledge of application software installation and troubleshooting in a networked environment; thorough knowledge of the set up and maintenance of e-mail accounts in a networked environment; good knowledge of printers and print servers in a networked environment; good knowledge of the installation and set-up of expansion cards, including controllers, sound cards and network interface cards; good knowledge of computer hardware including diagnosis and repair of common problems; ability to effectively train and communicate technical advice to users; good interpersonal skills; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Computer Science, Computer Information Systems or related field and three (3) years of paid work experience supporting local and wide area networks; OR

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science, Computer Information Systems or related field and five (5) years of paid experience as outlined in (A) above; OR

(C) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a major in Computer Science, Computer Information Systems or related field and five (5) years of paid experience as outlined in (A) above; OR

(D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid experience as outlined in (A) above.

NOTE: Possession of a certification as either a Certified Network Engineer, Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional plus Internet (MCP+I), Cisco Certified Network Associate (CCNA**),** Novell Certified Network Engineer, CompTIA Network+ or Server +, or Compaq ACE may be substituted for two (2) years of the required experience.

JURISDICATIONAL CLASSIFICATION: Competitive

REVISED: 03/11/16 AT